FACILITIES & OPERATIONS

Submitting Work Orders

New User

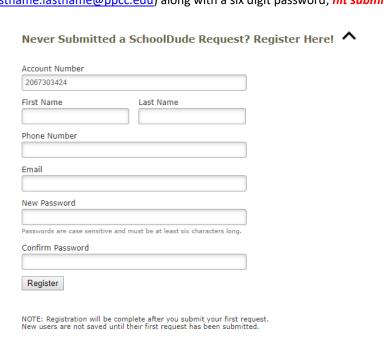
4 Simple Steps to Setting up Your Account -

(please note that new user information IS NOT saved until the 1^{st} work order is submitted so you are encouraged to wait until you need to submit a work order to set up your account.)

<u>STEP 1</u> – On "MyPPCC" portal, find the EMPLOYEE tab, go to REQUESTS and click on FACILITIES REQUESTS; you will be prompted to the screen below.

Pikes Peak Community College		
PIKES PEAK	Current SchoolDude User? Login Here!	
myPPCC	Email	Password
		Sign In
		Forgot Password?
If you have never set up an acco		SchoolDude Request? Register Here!

<u>STEP 2</u> – An account number will automatically generate in the first field, please fill out the form using your PPCC assigned phone number and email address (i.e. <u>firstname.lastname@ppcc.edu</u>) along with a six digit password; *hit submit*



<u>STEP 3</u> – if a <u>RED</u> message pops up stating that your email address is already in use, you may already have an account. Please contact facilities for help by calling 719-502-2800

Submitting Work Orders (continued)

Screen will automatically take you to a new work order ticket.

(Remember, new user information IS NOT saved until the 1st work order is submitted so you are encouraged to wait until you need to submit a work order to set up your account).

YOUR USER ACCOUNT HAS NOW BEEN SUCCESSFULLY SET UP!

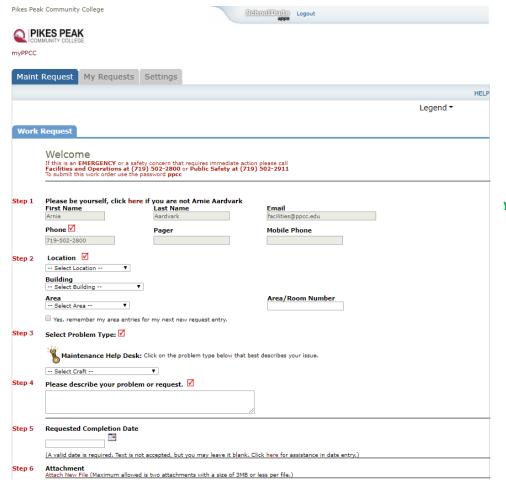
Returning Users

<u>STEP 1</u> – On "MyPPCC" portal, find the EMPLOYEE tab, go to REQUESTS and click on FACILITIES REQUESTS; you will be prompted to screen below.

Pikes Peak Community College PIKES PEAK COMMUNITY COLLEGE	Current Scho	olDude User? Login Here!
myPPCC	Email	Password Sign In Forgot Password?
	Never Submi	tted a SchoolDude Request? Register Here! 🔻

STEP 2 - enter your PPCC email address (i.e. firstname.lastname@ppcc.edu) and your password; hit submit

<u>STEP 3</u> – Enter the information to the best of your knowledge in required field Steps 1-5 on screen. "Submittal Password" asked in Step 7 on the screen is "ppcc" (all lowercase). Note: this must be entered each time you submit a work order; hit submit



YOU HAVE NOW SUCCESSFULLY SUBMITTED
A WORK ORDER TICKET.

Need Help? Call Facilities & Operations at 502-2800